

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: September 19, 2018 Closing Date: September 28, 2018

**ADMINISTRATIVE SPECIALIST I, (Pay Grade 7)
Criminal Division, Domestic Violence Unit, New Castle County**

Job Responsibilities and Duties: This Administrative Specialist provides secretarial support to Deputy Attorneys General in the Criminal Division, Domestic Violence Unit in New Castle County. This Administrative Specialist creates files, runs criminal record checks, types petitions, informations, and indictments. Runs and requests police reports, prepares correspondence drafting for attorneys. Closes files and collates and manages weekly calendars. This Administrative Specialist prepares other legal correspondence and briefs, coordinates scheduling, files documents and manages a high volume of telephone calls from victims/witnesses and the public including telephone requests from the Court. This secretarial position is part of a phone coverage rotation for main Receptionist telephones.

Minimum Qualifications:

Must be able to work efficiently and independently in a fast-paced and high volume work environment. We are looking for applicants who are self-starters, detail-oriented, well organized and proficient in Microsoft Word and Excel. Must possess excellent spelling, grammar and proofreading skills. Must be able to answer telephones and take accurate messages.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.